

**Information Tool Kit for**  
**Environmental Approvals Requirements for Municipal Projects**  
**with funding under the Building Canada Fund - Communities Component (Intake 2)**  
**and the Infrastructure Stimulus Fund**

This Tool Kit provides information on Ontario Ministry of the Environment environmental approval requirements for the majority of municipal projects with funding under the Building Canada Fund - Communities Component (Intake 2) (BCF-CC (Intake 2)) and the Infrastructure Stimulus Fund (ISF).

These municipal projects are required to meet tight timelines for project completion. In order to proceed through the environmental planning and approval process proponents must prepare complete, correct, high-quality Environmental Assessment documentation and applications for approvals and/or permits.

The specific environmental approval requirements for a particular municipal project will depend on the particular type of project, the type(s) of emissions or discharges from a project and/or how the emissions or discharges may impact the environment.

The information referenced in this Tool Kit is available on the Ministry of the Environment's website at [www.ene.gov.on.ca](http://www.ene.gov.on.ca). There is additional information on other environmental approval requirements presented on the website.

The Tool Kit is divided into eight sections as follows:

- i.** How to Identify this Municipal Project on Ministry Applications
- ii.** Environmental Assessment
- iii.** Certificates of Approval for most types of Sewage Works
- iv.** Certificates of Approval for Watermains, Sewers and Stormwater Management
- v.** Certificates of Approval for Air for Comfort Heating Equipment
- vi.** Drinking Water Systems Approvals, Permits and Licences
- vii.** Permits to Take Water
- viii.** Other Approvals

## i. How to Identify this Municipal Project on Ministry Applications

### Cover Letter: Subject Line

**RE: APPLICATION FOR APPROVAL OF SEWAGE WORKS  
MUNICIPAL INFRASTRUCTURE STIMULUS FUNDED PROJECT: BCF-CC  
FUNDING APPLICATION NO. 1234, MUNICIPALITY OF HAPPYTON**

Project Description Summary (If EBR is applicable, this summary will be used in the EBR posting notice)

**MUNICIPAL INFRASTRUCTURE STIMULUS FUNDED PROJECT: BCF-CC (INTAKE 2) APPLICATION # 1234**

### Application Form: Project Description

#### Clearly identify your municipal project:

Highlight this information by prominently identifying your project:

- in your cover letter in the subject line.
- and**
- in the Ministry application form(s), put this information in the project description section.
- in the Permit to Take Water application forms, put this information in the attachment section.

## ii. Environmental Assessment

1. For the majority of municipal projects the Municipal Class Environmental Assessment planning process applies. The reference is The Municipal Class EA Manual 2000, amended in 2007.  
([www.municipalengineers.on.ca/classea/manual/classeastore.asp](http://www.municipalengineers.on.ca/classea/manual/classeastore.asp))
2. Environmental Assessment: Program Publications includes the 5 Codes of Practice, 3 Guides and information on the Federal/Provincial Environmental Assessment Coordination ([www.ene.gov.on.ca/en/eaab/publications.php](http://www.ene.gov.on.ca/en/eaab/publications.php))

#### Contact Information for Projects with Infrastructure Stimulus Funding Ministry of the Environment's Regional Environmental Assessment Coordinators:

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Northern Region (Thunder Bay)  
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Central Region (Toronto)

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Chunmei Liu for Barrie and Simcoe areas (416) 326-4886

Shannon McNeill for Toronto, Halton and Muskoka areas (416) 326-4839

**iii. Certificates of Approval for most types of Sewage Works**

1. Municipal and Private Sewage Works Application  
([www.ene.gov.on.ca/envision/gp/4063e01.pdf](http://www.ene.gov.on.ca/envision/gp/4063e01.pdf))
2. Guide for Applying for Approval of Municipal and Private Water and Sewage Works ([www.ene.gov.on.ca/envision/gp/4063e.pdf](http://www.ene.gov.on.ca/envision/gp/4063e.pdf))
3. Cost for OWRA Section 53 Applications - Supplement to Application for Approval ([www.ene.gov.on.ca/envision/gp/4107e.pdf](http://www.ene.gov.on.ca/envision/gp/4107e.pdf))
4. Guide - Application Costs for Sewage Works, s.53 OWRA  
([www.ene.gov.on.ca/envision/gp/4180e.pdf](http://www.ene.gov.on.ca/envision/gp/4180e.pdf))
5. Design Guidelines for Sewage Works 2008  
([www.ene.gov.on.ca/publications/6879e.pdf](http://www.ene.gov.on.ca/publications/6879e.pdf))
6. Stormwater Management Planning and Design Manual 2003  
([www.ene.gov.on.ca/envision/gp/4329eindex.htm](http://www.ene.gov.on.ca/envision/gp/4329eindex.htm))
7. Protocol for Updating Certificates of Approval for Sewage Works  
([www.ene.gov.on.ca/envision/gp/5019e.pdf](http://www.ene.gov.on.ca/envision/gp/5019e.pdf))
8. Other documents the Director of section 53 OWRA considers when making decisions on Applications for Approvals include the following:
  - a) B-1-2 Water Management - Policies, Guidelines, Provincial Water Quality Objectives (also know as the *Blue Book*)  
([www.ene.gov.on.ca/envision/gp/3303e.pdf](http://www.ene.gov.on.ca/envision/gp/3303e.pdf))
  - b) B-7 Incorporation of the Reasonable Use Concept into MOEE Groundwater Management Activities ([www.ene.gov.on.ca/envision/gp/430e.pdf](http://www.ene.gov.on.ca/envision/gp/430e.pdf))
  - c) B-7-1 Determination of Contaminant Limits and Attenuation Zones  
([www.ene.gov.on.ca/envision/gp/B7-1.pdf](http://www.ene.gov.on.ca/envision/gp/B7-1.pdf))

**iii. Certificates of Approval for most types of Sewage Works (continued)**

- d) D-2 Compatibility between Sewage Treatment and Sensitive Land Use ([www.ene.gov.on.ca/envision/gp/2294.pdf](http://www.ene.gov.on.ca/envision/gp/2294.pdf))
- e) D-5-2 Application of Municipal Responsibility for Communal Water and Sewage Services ([www.ene.gov.on.ca/envision/gp/d5-2.pdf](http://www.ene.gov.on.ca/envision/gp/d5-2.pdf))
- f) F-5 Levels of Treatment for Municipal and Private Sewage Treatment Works Discharging to Surface Waters ([www.ene.gov.on.ca/envision/gp/F5.pdf](http://www.ene.gov.on.ca/envision/gp/F5.pdf))
- g) F-5-1 Determination of Treatment Requirements for Municipal and Private Sewage Treatment Works Discharging to Surface Waters ([www.ene.gov.on.ca/envision/gp/F5-1.pdf](http://www.ene.gov.on.ca/envision/gp/F5-1.pdf))
- h) F-5-2 Relaxation of Normal Level of Treatment for Municipal and Private Sewage Treatment Works Discharging to Surface Waters ([www.ene.gov.on.ca/envision/gp/F5-2.pdf](http://www.ene.gov.on.ca/envision/gp/F5-2.pdf))
- i) F-5-3 Derivation of Sewage Treatment Works Effluent Requirements for the Incorporation of Effluent Requirements into Certificates of Approval for New or Expanded Sewage Treatment Works ([www.ene.gov.on.ca/envision/gp/F5-3.pdf](http://www.ene.gov.on.ca/envision/gp/F5-3.pdf))
- j) F-5-4 Effluent Disinfection Requirements for Sewage Works Discharging to Surface Waters ([www.ene.gov.on.ca/envision/gp/F5-4.pdf](http://www.ene.gov.on.ca/envision/gp/F5-4.pdf))
- k) F-5-5 Determination of Treatment Requirements for Municipal and Private Combined and Partially Separated Sewer Systems ([www.ene.gov.on.ca/envision/gp/F5-5.pdf](http://www.ene.gov.on.ca/envision/gp/F5-5.pdf))
- l) F-5-8 Monitoring and Reporting Requirements for Sewage Works
- m) F-8 Provision and Operation of Phosphorus Removal Facilities at Municipal, Institutional and Private Sewage Treatment Works ([www.ene.gov.on.ca/envision/gp/2250.pdf](http://www.ene.gov.on.ca/envision/gp/2250.pdf))
- n) F-8-1 Determination of Phosphorus Removal Requirements ([www.ene.gov.on.ca/envision/gp/F8-1.pdf](http://www.ene.gov.on.ca/envision/gp/F8-1.pdf))
- o) F-9 The Use of Holding Tanks in Sewage Systems
- p) F-10 Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only) ([www.ene.gov.on.ca/envision/gp/3074.pdf](http://www.ene.gov.on.ca/envision/gp/3074.pdf))
- q) F-10-1 Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only) ([www.ene.gov.on.ca/envision/gp/307401.pdf](http://www.ene.gov.on.ca/envision/gp/307401.pdf))
- r) F-15 Financial Assurance Guideline ([www.ene.gov.on.ca/envision/gp/0226e03.pdf](http://www.ene.gov.on.ca/envision/gp/0226e03.pdf))
- s) D-5 Planning for Sewage and Water Services ([www.ene.gov.on.ca/envision/gp/d5.pdf](http://www.ene.gov.on.ca/envision/gp/d5.pdf))
- t) D-5-1 Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants ([www.ene.gov.on.ca/envision/gp/d5-1.pdf](http://www.ene.gov.on.ca/envision/gp/d5-1.pdf))

### iii. Certificates of Approval for most types of Sewage Works (continued)

- u) D-5-2 Application for Municipal Responsibility for Communal Water and Sewage Services ([www.ene.gov.on.ca/envision/gp/d5-2.pdf](http://www.ene.gov.on.ca/envision/gp/d5-2.pdf))
- v) D-5-4 Technical Guideline for Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment ([www.ene.gov.on.ca/envision/gp/d5-4.pdf](http://www.ene.gov.on.ca/envision/gp/d5-4.pdf))
- w) Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land ([www.ene.gov.on.ca/envision/gp/3425e.pdf](http://www.ene.gov.on.ca/envision/gp/3425e.pdf))
- x) Guide for Applying for Approval of a Hauled Sewage (Septage) or Processed Organic Waste (Biosolids) Waste Disposal Site ([ospace.scholarsportal.info/bitstream/1873/6355/1/243088.pdf](http://ospace.scholarsportal.info/bitstream/1873/6355/1/243088.pdf))
- y) Ontario Water Resources Act (and associated regulations) ([www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90o40\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o40_e.htm))
- z) O. Reg. 525/98, Approval Exemptions ([www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_980525\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_980525_e.htm))
- aa) O. Reg. 129/04, Licensing Guide for Operators of Wastewater Facilities ([www.ene.gov.on.ca/envision/gp/4896e.pdf](http://www.ene.gov.on.ca/envision/gp/4896e.pdf))
- bb) O. Reg. 219/09, Lake Simcoe Protection Act ([www.e-laws.gov.on.ca/html/source/regs/english/2009/elaws\\_src\\_regs\\_r09219\\_e.htm](http://www.e-laws.gov.on.ca/html/source/regs/english/2009/elaws_src_regs_r09219_e.htm))
- cc) O. Reg. 350/06, Ontario Building Code ([www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_060350\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_060350_e.htm))

### Contact Information for Projects with Infrastructure Stimulus Funding Certificates of Approval for Sewage Works:

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#### **iv. Certificates of Approval for Watermains, Sewers and Stormwater Management**

1. Municipal and Private Sewage Works Application  
([www.ene.gov.on.ca/envision/gp/4063e01.pdf](http://www.ene.gov.on.ca/envision/gp/4063e01.pdf))
2. Guide for Applying for Approval of Municipal and Private Water and Sewage Works ([www.ene.gov.on.ca/envision/gp/4063e.pdf](http://www.ene.gov.on.ca/envision/gp/4063e.pdf))
3. Cost for OWRA Section 53 Applications - Supplement to Application for Approval ([www.ene.gov.on.ca/envision/gp/4107e.pdf](http://www.ene.gov.on.ca/envision/gp/4107e.pdf))
4. Guide - Application Costs for Sewage Works, s.53 OWRA  
([www.ene.gov.on.ca/envision/gp/4180e.pdf](http://www.ene.gov.on.ca/envision/gp/4180e.pdf))
5. Design Guidelines for Sewage Works 2008  
([www.ene.gov.on.ca/publications/6879e.pdf](http://www.ene.gov.on.ca/publications/6879e.pdf))
6. Stormwater Management Planning and Design Manual 2003  
([www.ene.gov.on.ca/envision/gp/4329eindex.htm](http://www.ene.gov.on.ca/envision/gp/4329eindex.htm))
7. Pipe Data Form, Watermain, Storm Sewer, Sanitary Sewer and Forcemain Design - Supplement to Application for Approval for Water and Sewage Works  
([www.ene.gov.on.ca/publications/6238e.pdf](http://www.ene.gov.on.ca/publications/6238e.pdf))
8. F-6-1 Procedures to Govern Separation of Sewers and Watermains  
([www.ene.gov.on.ca/envision/gp/F-6-1.pdf](http://www.ene.gov.on.ca/envision/gp/F-6-1.pdf))
9. F-6 Sewer and Watermain Installation: Separation Distance Requirements  
([www.ene.gov.on.ca/envision/gp/0629.pdf](http://www.ene.gov.on.ca/envision/gp/0629.pdf))
10. Ontario Water Resources Act (and associated regulations)  
([www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90o40\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o40_e.htm))
11. O. Reg. 525/98, Approval Exemptions  
([www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_980525\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_980525_e.htm))

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## **v. Certificates of Approval for Air for Comfort Heating Equipment**

1. Application for Approval (Air & Noise)  
([www.ene.gov.on.ca/envision/gp/4173e.pdf](http://www.ene.gov.on.ca/envision/gp/4173e.pdf))
2. Combustion Equipment Data Sheet ([www.ene.gov.on.ca/envision/gp/4130e.pdf](http://www.ene.gov.on.ca/envision/gp/4130e.pdf))
3. Supporting Information Worksheet ([www.ene.gov.on.ca/envision/gp/4873e.pdf](http://www.ene.gov.on.ca/envision/gp/4873e.pdf))
4. Cost for EPA s.9 Applications ([www.ene.gov.on.ca/envision/gp/4108e.pdf](http://www.ene.gov.on.ca/envision/gp/4108e.pdf))
5. Environmental Protection Act (and associated regulations)  
([www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90e19\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e19_e.htm))
6. O. Reg. 524/98, Certificate of Approval Exemptions - Air  
([www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_980524\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_980524_e.htm))
7. Guideline A-9, NOx Emissions from Boilers and Heaters  
([www.ene.gov.on.ca/envision/gp/A9.pdf](http://www.ene.gov.on.ca/envision/gp/A9.pdf))

### **Contact Information for Projects with Infrastructure Stimulus Funding Certificates of Approval for Air for Comfort Heating Equipment:**

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## **vi. Drinking Water Systems Approvals, Permits and Licences**

The first three references serve as an introduction to the environmental approval requirements for Safe Drinking Water.

1. Drinking Water Portal, contains a large number of guidance documents and application forms as well as information on Ontario's drinking water  
([www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater))
2. Overview Guide - Municipal Drinking Water Licensing Program  
([www.ontario.ca/drinkingwater/182622.pdf](http://www.ontario.ca/drinkingwater/182622.pdf))
3. Guide for Applying for Approvals related to Municipal and Non-Municipal Drinking Water Systems - Revised October 2007  
([www.ontario.ca/drinkingwater/stel01\\_046501.pdf](http://www.ontario.ca/drinkingwater/stel01_046501.pdf))
4. Guide for Applying for the First Drinking Water Works Permit and Municipal Drinking Water Licence and Submission of Operational Plans - October 2008  
([www.ontario.ca/drinkingwater/260703.pdf](http://www.ontario.ca/drinkingwater/260703.pdf))
5. Guide for Applying for DWWP Amendments, Licence Amendments, Licence Renewals and New System Applications - March 2009 (to be posted)
6. Guide for Applying for Fragmentation and Relief From Regulatory Requirements - Municipal and Non-Municipal Drinking Water Systems - March 2009 (to be posted)

**vi. Drinking Water Systems Approvals, Permits and Licences (continued)**

7. Design Guidelines for Drinking Water Systems 2008  
([www.ene.gov.on.ca/publications/6881e.pdf](http://www.ene.gov.on.ca/publications/6881e.pdf))
8. Procedure for Disinfection of Drinking Water in Ontario  
([www.ontario.ca/drinkingwater/stel02\\_054709.pdf](http://www.ontario.ca/drinkingwater/stel02_054709.pdf))
9. Technical Support Document for Ontario Drinking Water Standards  
([www.ontario.ca/drinkingwater/stel01\\_046947.pdf](http://www.ontario.ca/drinkingwater/stel01_046947.pdf))
10. Protocol for Updating Approvals for Drinking Water Systems  
([www.ene.gov.on.ca/envision/gp/5018e.pdf](http://www.ene.gov.on.ca/envision/gp/5018e.pdf))
11. Safe Drinking Water Act  
([www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_02s32\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_02s32_e.htm))
12. O. Reg. 170/03, Drinking Water Systems Regulation  
([www.ene.gov.on.ca/envision/water/sdwa/forms.htm](http://www.ene.gov.on.ca/envision/water/sdwa/forms.htm))
13. O. Reg. 188/07, Licensing of Municipal Drinking Water Systems  
([www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_070188\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_070188_e.htm))
14. O. Reg. 169/03, Ontario Drinking Water Quality Standards  
([www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_030169\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030169_e.htm))
15. O. Reg. 171/03, The Definition of Words and Expressions Used in the Act  
([www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_030171\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_030171_e.htm))
16. O. Reg. 172/03, Definitions of “Deficiency” and “Municipal Drinking Water System” ([www.e-laws.gov.on.ca/Download?dID=440400](http://www.e-laws.gov.on.ca/Download?dID=440400))

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## **vii. Permits to Take Water**

1. All the PTTW related information resources are also available on the Ministry's Permit to Take Water website ([www.ene.gov.on.ca/envision/water/pttw.htm](http://www.ene.gov.on.ca/envision/water/pttw.htm))
2. Green Facts: Permit to Take Water ([www.ene.gov.on.ca/programs/5299e.pdf](http://www.ene.gov.on.ca/programs/5299e.pdf))
3. Green Facts: New classification system for Permit to Take Water (PTTW) applications ([www.ene.gov.on.ca/programs/5301e.pdf](http://www.ene.gov.on.ca/programs/5301e.pdf))
4. Green Facts: New water conservation requirements for permits to take water ([www.ene.gov.on.ca/programs/5303e.pdf](http://www.ene.gov.on.ca/programs/5303e.pdf))
5. Technical Bulletin: Permit to Take Water (PTTW) - Phase 1 Monitoring and Reporting ([www.ene.gov.on.ca/programs/5160e.pdf](http://www.ene.gov.on.ca/programs/5160e.pdf))
6. Green Facts: Permit to Take Water (PTTW) Administration Fees ([www.ene.gov.on.ca/programs/5156e.pdf](http://www.ene.gov.on.ca/programs/5156e.pdf))
7. Application for Permit to Take Water (September 2007) ([www.ene.gov.on.ca/envision/gp/5046e02.pdf](http://www.ene.gov.on.ca/envision/gp/5046e02.pdf))
8. Guide to Permit to Take Water Application Form (September 2007) ([www.ene.gov.on.ca/envision/gp/5046e.pdf](http://www.ene.gov.on.ca/envision/gp/5046e.pdf))

### **Contact Information for Projects with Infrastructure Stimulus Funding Ministry of the Environment's Regional Permit to Take Water Coordinators:**

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West Central Region (Hamilton)  
Lyndsay Kean (905) 521-7394

Central Region (Toronto)  
Robert Todd (416) 326-3323

### **viii. Other Approvals**

The previous sections apply for the majority of typical infrastructure projects funded under BCF-CC (Intake 2) and the ISF. Some projects may require approval for waste management activities or involve emissions other than those associated with comfort heating; information on those requirements can be found through the following links:

1. Certificates of Approval for Waste Management  
([www.ene.gov.on.ca/en/business/cofa/wastedisposal.php](http://www.ene.gov.on.ca/en/business/cofa/wastedisposal.php))
2. Certificates of Approval for Air and Noise Emissions  
([www.ene.gov.on.ca/en/business/cofa/airnoise.php](http://www.ene.gov.on.ca/en/business/cofa/airnoise.php))

The Ministry of the Environment's website at [www.ene.gov.on.ca/en/publications](http://www.ene.gov.on.ca/en/publications) includes many of the above referenced documents as well as additional information on Ministry programs and requirements. Documents can also be obtained from:

Ministry of the Environment  
Environmental Assessment and Approvals Branch  
2 St. Clair Avenue West, Floor 12A  
Toronto ON M4V 1L5

For general enquiries contact Client Services:  
Telephone: (416) 314-8001 or Toll Free: 1-800-461-6290  
Fax: (416) 314-8452

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